



WORK RELATED INJURY and INCIDENT PROCEDURES WITHIN 24 HOURS - DO THE FOLLOWING:

1. EMPLOYEE

- Report work-related injury/illness to a *Supervisor* and *University Personnel* immediately, and leave a message via e-mail or voice-mail, if that person is not available.
- Complete the Incident/Illness/Injury Report and return to your *Supervisor and UP*. This form is required if employee seeks medical treatment or is unable to work due to the illness or injury.
- A Medical Referral and Pharmacy Script are required for you to receive medical treatment and obtain prescriptions (paid by workers' compensation insurance).
- *University Personnel* has all forms at 831-582-3389.

1. SUPERVISOR

- **Report** work-related injury/illness to *University Personnel immediately* for assistance, forms, and instructions.
- Provide employee with a **Workers' Comp Claim Form (DWC-1)**. *If employee wants to file a claim*, employee completes top section, UP completes employer portion and provides the employee a dated copy. **Within 24 hours**, fax or email forms to UP.
- Ensure the employee receives a Medical Referral form and Pharmacy Script for treatment, if applicable.
- Send **Supervisor's Report** to *University Personnel* within 1 business day.
- Implement Health and Safety Review recommendations.

2. DOES THE EMPLOYEE WANT TO SEEK MEDICAL TREATMENT?

- **For emergencies**, call 911.
- **For non-emergencies**, go to locations below for medical treatment.
- **If out of the area**, go to an urgent care facility, or local hospital.
- *Supervisors or University Personnel* provide the **Medical Referral Form** and a **Pharmacy Script** (script must be used for workers' compensation insurance to pay for prescriptions).
- **If treatment is requested by the employee at a later date**, call *University Personnel*.

3. INITIAL TREATMENT

DOCTORS ON DUTY
CSUMB Health Center
(831) 582-3965
Monterey 831-649-0770
Watsonville 831-722-1444

Seaside 831-899-1910
N. Salinas (831) 757-1100
S. Salinas (831) 422-7777

CHOMP (Hospital)
23625 Holman Hwy.
Monterey, CA 93942
(831) 624-5311

4. AFTER EACH DOCTOR'S APPOINTMENT



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- **A doctor's release is required in order to return to work** after each doctor visit. Work statuses and all work restrictions must be provided to the *MPP supervisor immediately*, and *University Personnel*. *If the MPP supervisor is unavailable*, this must be provided to the *Director*. Employees with injuries may not work until the MPP Supervisor approves the return-to-work based upon availability of temporary modified duty.
- **Misc:** Employees must use own leave time for follow-up doctor appointments. **An ergo review** may be recommended and conducted. **If job accommodations, work restrictions or temporary modified work is needed**, call *University Personnel* (831) 582-3389.